

C 315 MISCELLANEOUS PERMITS

The LAMC also provides for many specific permits for minor types of work, as follows:

	<u>Issued by</u>
Sec. 62.57 - Elevated Sidewalks	Bureau of St. Maintenance
Sec. 62.61 - Structures in Streets	" " " "
Sec. 62.62 - 62.68 (incl.) - Electric Wires on Streets	" " " "
Sec. 62.69 - 62.73 (incl.) - Oil Pipe Lines	" " " "
Sec. 62.74 - 62.78 (incl.) - Oil Cables	" " " "
Sec. 62.80 - Drainage of Water onto Streets (See exception for permitted test of building fire fighting apparatus)	" " " "
Sec. 62.82 - 62.93 (incl.) - House-mover's Permit	" " " "
Sec. 62.95 - Animals - Driving on Streets.	" " " "
Sec. 62.96 - Painting House Numbers on Curbs.	" " " "
Sec. 62.131 - Decorative Lights over Streets and Sidewalks	" " " "
Sec. 62.132 - Street Banners	" " " "
Sec. 62.133 - Canopies	" " " "
Sec. 63.26 to 63.38.5 (incl.) & 63.42 - Street Trees, Planting of	" " " "
Sec. 63.62 - Beach Sand, Removal of	Recreation & Parks
Sec. 63.124 through 63.128 (incl.) - Cesspool Vehicles	" "

	<u>Issued by</u>
Sec. 64.01 through 64.05 (incl.) Cesspool Vehicles	Bureau of Sanitation
Sec. 64.25 & 64.30 through 64.32 (incl.) - Industrial Waste	" " "
Sec. 66.00 through 66.31 (incl.) - Garbage Refuse Collection	" " "
Sec. 66.15 - Landfill Permits	Bureau of St. Maintenance
Sec. 67.00 through 67.02 - Commemora- tive Signs, Definitions, and Construction of Signs on Streets or other Public Property	" " " "
Sec. 67.29 - Street Clocks - Bulletin Boards	Bureau of St. Maintenance/ Bureau of Engineering
Sec. 68.00 through 68.11 (incl.) - Benches along Public Ways	Bureau of St. Maintenance
Sec. 57.05.34 - Blasting Permits	Fire Department
Sec. 57.05.33 - Geophysical Exploratory Core Holes	" "

C 320 GENERAL

C 321 WHERE TO OBTAIN PERMITS AND PUBLIC INFORMATION

Applications for permits or requests for public information may be made at the public counter of the following Bureau of Engineering offices:

Central District  
Permit Counter, Room 460  
200 North Spring Street  
Los Angeles, 485-3881

East Valley District  
Permit Counter, Room 202  
14410 Sylvan Street, Van Nuys  
782-6125, Ext. 421  
(City tie line, 181-421)

Harbor District  
Permit Counter, Room 400  
638 S. Beacon Street  
San Pedro - 831-9211  
(City tie line, 183-381)

Westchester-Venice District  
7166 W. Manchester Avenue  
Westchester, 776-1250, 670-1480

West Los Angeles District  
Permit Counter, Room 209  
1645 Corinth Avenue  
West Los Angeles  
478-0731, Ext 384  
(City tie line, 182-385)

West Valley District  
19049 Vanowen Street  
Reseda  
345-2200, Ext. 19  
(City tie line, 181-453)

Each Bureau of Engineering Office listed above has jurisdiction of permit work within its district boundary and the necessary data available to evaluate permit applications and give out current information to the public. These offices, as a matter of convenience to the public, may issue permits and furnish public information for other District/Division Office's jurisdictions or other Bureaus of the Department of Public Works. Please

refer to the discussion for each permit for specific information about jurisdiction of the permit office and the inter-office issuance of that particular permit.

### C 322 COMMON TYPES OF PERMIT REQUIREMENTS

#### C 322.1 WAIVER OF DAMAGES

A waiver of damages may be required for any physical encroachment other than a franchise facility into a City right-of-way. In the waiver the property owner agrees to indemnify the City should any claim result from the installation. The property owner also agrees to remove and/or maintain the installation at the direction of the Board. [See Figures C 322.1(b), (c), and (d).] The waiver is recorded and runs with the property until a recordable release is executed by the Board of Public Works. Each successive owner is obligated to the waiver's conditions even though he may not have originally executed the waiver.

The procedure to be used when processing a waiver is explained by a standard handout sheet - "Waiver of Damages Instructions to Applicant". (Eng. 3.685.C). This sheet is shown in Figure C 322.1(a).

#### C 322.2 ISSUANCE

Liability insurance is acceptable in several types and amounts of coverage. The Board of Public Works Form 1 1.0 "Insurance Requirements" (Figure C 322.2(a) and C 322.2(b)) lists these coverages for different types of permits and includes instructions to the applicant and his insurance carrier.

The applicant will present this "Insurance Requirements" form to an insurance company to process the required insurance certificates and endorsements. The applicant then transmits three copies of the insurance package to the City Attorney for approval. The City Attorney will process the insurance and assign a C.A. number to the policy. Two approved certificates are sent to the Board Office one of which is kept on file and the other is returned to the applicant.

The Central Indemnity and Surety Section of the Board Office will confirm the applicant's insurance by transmitting an insurance slip to the permit issuing office. Before the permit is issued, validity of the insurance for the requested work and location must be verified by calling the Board Office.

### C 322.3 BOARD REPORTS

Permits which involve major encroachments or waiver of a policy or regulation, must have board approval prior to issuance. The Board, under authority of the Charter and the Municipal Code, will approve all encroachments except for those minor encroachments which have been delegated to the City Engineer. The permit office will make the determination whether Board approval is necessary.

The applicant must submit a written request to the Board stating the justification for the request. This communication is usually routed to the jurisdictional Bureau by the Board Office for report. The request may be filed directly with the appropriate division or district office. The City Engineer sends a formal report to the Board. If approved, the permit issued subject to the requirements of the adopted report. Applicants should be advised that the process may take four to six weeks.

### C 323 STANDARD REQUIREMENTS

#### C 323.1 TRAFFIC CONTROL

Traffic warning and guidance control requirements such as warning signs, barriers, barricades, guidance devices and lights shall be furnished, placed and maintained in conformance with the current manual "Work Area Traffic Control" approved by the Board of Public Works. LAMC Section 64.17(g) requires conformance with the manual and specifies that if warning signs, lights and devices are not promptly provided, Bureau of Street Maintenance personnel will provide them and the cost of such work shall be recovered by the Board.

Occasionally, because of traffic, special permit conditions such as lane restrictions may be required. These conditions should be written on the face of or attached to the permit. Consultation with the Traffic Engineer may be advisable.

#### C 323.11 LANE RESTRICTIONS

Work in a City street is usually limited to only one lane of traffic at a time. Lane(s) in the remainder of the street must be a minimum of 10 feet wide. Lane restrictions other than the aforementioned must be approved by the permit engineer.

Lane restrictions are also specified in the current manual "Work Area Traffic Control" along with illustrations for diverting around the work. Compliance with this manual is required by LAMC Section 61.06.

C 323.2 WORK AREA PROTECTION AND SAFETY

C 323.21 GENERAL REQUIREMENTS

Work area traffic safety standard requirements are outlined in LAMC Section 64.15(g) and in the Section on "Public Convenience and Safety" in the current edition of "Standard Specifications for Public Works Construction".

A safe crossing must be provided and maintained for vehicular and/or pedestrian traffic for an open excavation in any roadway and/or sidewalk. Vehicular traffic crossings shall be provided at all street and alley intersections. If any excavation is made across an alley or the roadway portion of any other street, at least one vehicular crossing shall be provided and maintained.

C 323.22 STATE DIVISION OF INDUSTRIAL SAFETY

A State Division of Industrial Safety (DIS) permit is required in conjunction with issuance of all permits involving excavations where the depth is five feet or more. The purpose of this procedure is to prevent a job from being shut down (by a State Inspector while the City permittee obtains a State permit) leaving open trenches and blocked traffic lanes. The State permit number should be shown on the City permit.

The State Division of Industrial Safety has advised that contractors may obtain an annual permit covering a calendar year to perform construction of excavations or trenches. Each office which issues permits shall maintain a card file or other record of those persons who possess an annual permit. When someone applies for a City permit which calls for an excavation five feet or more in depth, the record shall be checked and if no DIS permit is on file, the applicant shall be asked to show a DIS permit. If he does not have this permit, refuse to issue a City permit and refer him to the nearest State Division of Industrial Safety office.

The Division of Industrial Safety has advised that an owner does not need a DIS permit. However, he should be cautioned that if he hires anyone to work near a trench over 5 feet deep, whether he enters it or not, he (the owner) is likely to be both civilly and criminally liable. A contracting firm consisting of only one person or related persons and no other employees may be considered to be an owner. A partnership or corporation in which all the parties are not related may not be considered an owner.

C 323.3 NOISE AND WORK HOURS

Construction noise is regulated by LAMC Section 112.03(a) through (b) and the accompanying sections of the Code (also known as Noise Regulation Ordinance No. 144331). This Code Section restricts work between the hours of 9:00 p.m. to 7:00 a.m.

C 324 ENVIRONMENTAL IMPACT REPORT PROCEDURES

Environmental requirements for the Special and General Deposit Excavation Permits are satisfied either by preparation of an Environment Impace Report (E.I.R.), submittal of a negative declaration or exemptions in accordance with the current Environmental Impact Report Guideline adopted by the Council.

If the permit falls within categorical exemptions allowed by the Council Guidelines, which should be posted at each permit issuing office, the permit may be immediately issued to permittee. However, if the project is not so exempted, the applicant must submit the information for an E.I.R. or complete the E.I.R. exemption form.

The E.I.R. exemption form is given to the applicant to be completed and returned to the public counter whenever the applicant believes that the project or action will not (i.e. negative declaration) have a significant effect on the environment. The completed exemption form will then be reviewed by personnel on the public counter to determine if an E.I.E. is required. If an E.I.R. is not required, an Environmental Evaluation form is completed by counter personnel and approved by the District/Division Engineer. The excavation permit then may be issued to the permittee.

Whenever an E.I.R. is required, the applicant shall be advised that he must submit the information outlined in the handout "Guidelines For Preparing E.I.R.'s", including a completed Matrix Form. This information is to be returned to the public counter where it will be reviewed, and if acceptable, an E.I.R. will be prepared. The E.I.R. will be sent to the City Engineer through the Coordinating Division. Upon notification of the City Engineer's approval, the permit may be issued.

C 325 BONDS

A bond posted for the issuance of Bureau of Engineering permits can be defined as a guarantee for financial loss caused by the act or default of a permittee.

C 330 CLASS "A" PERMITS - PROCESSING

Class "A" permits may be issued to property owners, contractors or private individuals to repair, construct or reconstruct such improvements within public streets as are defined by LAMC Section 62.106 (see Subsection C 312.1), as well as private improvements within other public easement.

This section of the Manual contains detailed information on the processing of Class "A" permits for the construction of usual improvements and for normal operations. In such cases, the instructions in this Manual shall be considered standard.

C 330.1 "NO FEE" CLASS "A" PERMITS

- a. If the "A" permit is for the construction of required improvements under the R-3 ordinance for highway dedication and improvement, no charge shall be collected for the permit, and the application/permit shall be noted "No Fee permit per LAMC Section 12.37f".
- b. "No Fee" permits may be issued to other City Departments as provided in LAMC Section 11.08. The application should be noted as "No Fee permit per LAMC Section 11.08".

C 330.2 "NO CHARGE" CLASS "A" PERMITS

LAMC Section 62.118(b) specifically exempts other governmental agencies providing that the work is performed by that agency's forces, and no services from the City (i.e. Inspection) are required. The application/permit should be noted "No Inspection required. No charge per LAMC Section 62.118(b)".

C 330.3 ISSUANCE OF CLASS "A" PERMIT AND BUILDING PERMIT APPLICATIONS

The approval of access to public streets and other public works clearances is a preliminary requirement on all building permit applications. These approvals nearly always result in the subsequent issuance of permits to construct or alter improvements in or affecting streets or other public easements and the procedures for such approvals are included in Section C 370.

C 331 ISSUANCE OF CLASS "A" PERMITS

C 331.1 WHERE AND HOW TO FILE APPLICATIONS

Applications for a Class "A" permit should be made at the public counter of the appropriate Bureau of Engineering office having jurisdiction over the area in which the improvements are proposed. (See Section C 321 for a list of the offices.)

The applicant may be required to provide plans, especially if the work is to be done in connection with new building construction, or if the work is of unusual nature. Lack of required plans will cause delay of permit issuance pending a field investigation or submittal of plans.

C 331.2 PRELIMINARY ENGINEERING INVESTIGATION

C 331.21 COUNTER INVESTIGATION

Upon determination of the job address, counter personnel shall ascertain such information as the distance from curb to property line, width of sidewalk, height of curb face, and distance from back edge of sidewalk to property line, etc. from field measurements, City records or other suitable source. This information shall be placed on the permit application in the appropriate spaces. (See Figure C 332.11.)

The scope of the work to be done, as requested by the applicant, must be compared with current standards, requirements, and/or limitations. All work shall be done in accordance with latest standards, even though the new work will abut existing improvements constructed under an old standard.

The current dimensions shall be listed on the permit. Driveway widths and grades shall be checked against current standards as outlined in Subsection 331.31 of this Manual. Driveway slopes on privately property shall be within limitations shown on Figure C 331.3.

Check for additional requirements, such items as street trees, tree wells or drainage outlets. (See Subsection C 333.25 and C 333.26 for details.)

District maps, tract maps, street plans, or other office records should be checked for such items as access restricts or other special construction requirements.

### C 331.22 FIELD INVESTIGATION

In any case where problems are apparent, or doubts arise that cannot be resolved at the public counter, a field investigation should be made prior to issuing the permit, in order to establish appropriate permit requirements.

### C 331.23 PRELIMINARY REVIEW WITH INSPECTOR

In the event that estimated normal inspection fees on a Class "A" permit exceed \$300, a joint Engineering and Contract Administration preconstruction inspection of the site shall be discussed before permit issuance. This review is intended to evaluate the extent and scope of the proposed improvement, to review the need for a survey, to locate and discover possible conflicting improvements or facilities, and to determine whether a Class "A" or "B" permit is more appropriate.

The permittee shall be required to furnish a sketch of the work proposed before the pre-construction inspection.

At the discretion of the District/Division Engineer, final improvement plans signed by a registered civil engineer may be required.

In all cases, the permit shall indicate whether surveying is required and when required, whether it is to be performed by a private engineering firm or City forces.

In circumstances where strict compliance with this procedure would pose unusual problems, a decision should be obtained from the District/Division Engineer.

### C 331.3 CONSTRUCTION INFORMATION FOR ISSUANCE

The information included in this subsection is basically duplicated in a Bureau of Engineering publication "General Information Concerning the Construction of Curbs, Driveways, and Sidewalks under Class "A" Permits", Eng. Form 5.902. This publication is given to an applicant for his information. Should a conflict arise, the publication will take precedence.

### C 331.31 DRIVEWAY LAYOUT

C 331.311 DIMENSIONS

<u>Minimum Apron Width</u>	<u>Minimum Thickness</u>	<u>Zone</u>
10'	4"	A,RE,RS,RL,R2,RW
12'	6"	RD,R3,R4,R5,C,M.P,PB

<u>Maximum Apron Width</u>	<u>Zone</u>
18'	A and all R'S
30'	C,M.P,PB

A minimum of 20 feet of continuous full-height curb shall be retained between any driveways which serve the same lot. If street frontage of a lot to be served is greater than 40 feet, retain at least 20 feet of continuous curb space. If frontage is 40 feet or less, continuous curb shall be retained equal to one-half of the frontage, except that this provision shall not prevent the construction of one driveway having a minimum width as described above. For unusual situations deviations may be warranted. (See Subsection 333.4.)

Where driveways serve separate lots, and are so located that at least two feet of full-height curb cannot be constructed separating said driveways, then the two driveways shall be merged into one. This necessitates removal of the entire side slope and requires mutual consent of the affected property owners.

C 331.312 EFFECT OF SIDE LOT LINES ON DRIVEWAYS

No portion of a driveway approach except side slopes or a 3-foot radius curb return, may extend in front of an adjoining lot without the written consent of the owner of said adjoining lot. For this purpose, the division between two lots shall be a line passing through the common lot corner at right angles to the curb line regardless of the direction of the side lot line.

All driveways shall be constructed at right angles to the curb. Where the curb line is curved, the driveway shall be constructed on a line radial to the curb.

C 331.314 PROHIBITED LOCATIONS FOR DRIVEWAYS

No driveway approach shall be constructed:

- a. Within the area bounded by property line prolongations at any street or alley intersection or between the points of curvature of any curb return having a radius of 20 feet or less. The permit shall enumerate any exceptions. Under certain conditions a driveway may be merged with an adjacent alley intersection.
- b. Where only partial ingress of vehicles onto private property is possible. This applies chiefly to locations out where vehicles parked across the sidewalk, during loading or unloading, would prevent full and free use of the sidewalk or roadway by the public.
- c. Where no legal ingress or parking of vehicles on private property is possible. If a circular driveway is permitted it must provide access to otherwise legal parking.
- d. Where it would be necessary to back onto any public street or sidewalk to leave a parking stall, parking bay or driveway, except from a lot in an R2 or more restrictive zone containing not more than two dwelling units and where the driveway access is to a street other than a major or secondary highway.
- e. So that the apron (flat) is within 5 feet of an adjoining residential lot when the driveway serves a service station, car wash or any auto parts store on a C-2 or less restrictively zoned lot. (See Figure C 331.314.)
- f. On a freeway frontage road if other access is available.

C 331.315 ABANDONED DRIVEWAYS

Driveways or depressed curbs, abandoned and no longer in use, shall be removed and replaced with full-height curb and sidewalk. This requirement shall be noted on the permit. Work under a Class "A" Permit for new improvements will not be accepted until all abandoned driveways at the job location are closed as outlined above.

C 331.317 DRIVEWAYS ON UNIMPROVED AND PARTIALLY IMPROVED STREETS

- a. Curb only - Street Not Paved: At locations where curb has been constructed but the street is not paved, the driveway depression shall be constructed 7" below the top of the

curb, unless otherwise specified by the permit. The front form for the driveway depression shall extend to the bottom of the depressed curb across the full width of the driveway.

- b. Street Paved - No Curb: At locations where streets are surfaced but no curb has been installed a waiver signed by the owner is required at the time the permit is obtained. Such driveways are considered temporary improvements, and permits are issued on a revocable basis. The permit shall specify the material to be used.
- c. No curb - Street not paved: An elevation and grade should be established for a future street abutting the property. (See Section E 635.22 Street Design Manual for procedure.) If establishing or meeting the grade is not feasible, a waiver for an off-grade driveway should be required. The driveway shall then be constructed to those elevations. No permit shall be issued, where such construction will create drainage problems.
- d. Curb with Paved Street: Construct depressed portion of the curb one inch above the existing pavement.

Where depressed curb for a driveway is constructed next to an existing asphalt gutter, the City will fill in the slot resulting from removal of the curb face form at no cost to the permittee.

Where no sidewalk exists, the back edge of the driveway (the top of the "Y" slope) shall be set at a grade upward from the existing curb at a rate of 1/4 inch per foot (2%). The slope of the driveway apron (the "Y" slope), shall not exceed 12-1/2%.

#### C 331.318 NON-STANDARD CONSTRUCTION

When standard plans cannot be followed because of local conditions, a waiver may be required to be executed by the property owner before the permit is issued and the engineer shall specify the deviations on the permit.

#### C 331.32 APPURTENANT WORK

The applicant may be required to provide information as to the existing conditions or obstructions that are in, or within 5 feet of the job site, (street light standards, fire hydrants, traffic signals, trees in parkway, utility poles, guy wires, gas meters, water meters, storm drain structures, bus loading zones, etc.). This information, along with a sketch, will expedite issuance of the permit and inspection of the work.

In the case of water meter boxes, gas shut-off valve boxes, street light and traffic signal conduit and pull boxes or parking meters, the applicant must consult the agency having jurisdiction over the facility to be affected. The top surface of such boxes shall meet driveway or sidewalk slope. Alterations or relocations may be necessary if a box is located within the limits of a proposed driveway. Forms must be provided to omit concrete in an area being improved.

Where a utility pole restricts the area in which a driveway is to be constructed, a driveway may be constructed to abut the pole. If the pole must be relocated, it is the permittee's responsibility to arrange for the relocation.

#### C 331.33 WORK IN FRONT OF ADJACENT PROPERTY

Sidewalk and curb - there is no objection to the construction of standard improvements where deemed necessary by the City Engineer. Non-standard improvements shall be subject to the usual restrictions. If a waiver is required for work in front of adjacent property, separate waivers shall be required of each property owner.

Driveways - covered in Subsection C 331.31.

Roof Drains - construction of roof or yard drains in front of adjacent property shall be discouraged. If it is deemed necessary to construct a drain through the curb in front of adjacent property, the rights of the adjacent owner should be fully considered and a waiver should be executed and recorded by the owner of the lot being drained.

#### C 331.34 TEMPORARY CONSTRUCTION

##### C 331.341 ASPHALT DRIVEWAYS

Asphalt concrete driveways may be permitted in unimproved or partially improved streets when proposed under the following circumstances:

- a. Where the driveway is for temporary access or construction or is to be located on an unimproved street where there is little likelihood of street improvement in the near future.
- b. Where the street has existing asphalt shoulders or berm, or where either is designated for construction in lieu of concrete curb.

C 323.2 WORK AREA PROTECTION AND SAFETY

C 323.21 GENERAL REQUIREMENTS

Work area traffic safety standard requirements are outlined in LAMC Section 64.15(g) and in the Section on "Public Convenience and Safety" in the current edition of "Standard Specifications for Public Works Construction".

A safe crossing must be provided and maintained for vehicular and/or pedestrian traffic for an open excavation in any roadway and/or sidewalk. Vehicular traffic crossings shall be provided at all street and alley intersections. If any excavation is made across an alley or the roadway portion of any other street, at least one vehicular crossing shall be provided and maintained.

C 323.22 STATE DIVISION OF INDUSTRIAL SAFETY

A State Division of Industrial Safety (DIS) permit is required in conjunction with issuance of all permits involving excavations where the depth is five feet or more. The purpose of this procedure is to prevent a job from being shut down (by a State Inspector while the City permittee obtains a State permit) leaving open trenches and blocked traffic lanes. The State permit number should be shown on the City permit.

The State Division of Industrial Safety has advised that contractors may obtain an annual permit covering a calendar year to perform construction of excavations or trenches. Each office which issues permits shall maintain a card file or other record of those persons who possess an annual permit. When someone applies for a City permit which calls for an excavation five feet or more in depth, the record shall be checked and if no DIS permit is on file, the applicant shall be asked to show a DIS permit. If he does not have this permit, refuse to issue a City permit and refer him to the nearest State Division of Industrial Safety office.

The Division of Industrial Safety has advised that an owner does not need a DIS permit. However, he should be cautioned that if he hires anyone to work near a trench over 5 feet deep, whether he enters it or not, he (the owner) is likely to be both civilly and criminally liable. A contracting firm consisting of only one person or related persons and no other employees may be considered to be an owner. A partnership or corporation in which all the parties are not related may not be considered an owner.

$$\frac{\text{Gallons of Oil}}{750} = \text{Tanks of Oil}$$

- d. A special inspection fee equivalent to two hours regular inspection time shall be charged for each 750 gallon tank of oil used.
- e. Only #200 Specification Diesel Oil may be used and a sample may be required or a certificate of content from the company furnishing the oil may be required.
- f. The minimum width of oiling for a fully dedicated street shall be 20 feet and the minimum width of oiling for a half dedicated street shall be 18 feet.
- g. Make the following notation on the permit when issued:  
"This does not constitute a permanent improvement and will not be maintained as such by the City of Los Angeles."
- h. The permittee must notify Contract Administration 24 hours prior to the spreading of the oil. They must make their own arrangements with the Bureau of Street Maintenance for the grading schedule.

#### C 331.344 DECOMPOSED GRANITE

Permits may be issued for placing Decomposed Granite in unimproved roadways as a temporary dust palliative or temporary improvement, using the following procedure.

- a. Secure the approval of the District Superintendent of Street Maintenance and the District/Division Engineer.
- b. The permittee will make their own arrangements with Street Maintenance for the grading of the surface of the roadway and the rolling of the granite.
- c. On the existing graded roadway, there shall be placed decomposed or disintegrated granite of a good quality in sufficient quantity so that its ultimate thickness after rolling will not be less than two (2) inches. The decomposed granite shall be watered and properly rolled until a smooth compacted surface has been obtained.

- d. Make the following notation on the permit application:

"This does not constitute a permanent improvement and will not be maintained as such by the City of Los Angeles."

- e. The permittee must notify Contract Administration 24 hours prior to placing the Decomposed Granite in the City street.

- f. Forms having the following statement are attached to the application:

ISSUANCE OF THE PERMIT AND THE PERFORMANCE OF THIS WORK IS WITH THE DISTINCT UNDERSTANDING THAT THE STREETS SO IMPROVED WILL REMAIN CLASSIFIED AS UNIMPROVED AND WILL BE ENTITLED ONLY TO SUCH MAINTENANCE ATTENTION AS IS GIVEN TO UNIMPROVED STREETS HAVE NOT BEEN WITHDRAWN FROM PUBLIC USE BY ORDINANCE.

- g. Under no circumstances issue an oiling permit when a Decomposed Granite permit has been already issued. This creates a paving type condition which cannot be bladed or maintained as an unimproved street by Street Maintenance.

- h. The placing of Decomposed Granite surfacing as a dust palliative will be charged at the rate from the "Standard Fees and Charges" plus special inspection. Special inspection will be determined as follows:

One hour regular inspection time per 200 lineal feet.

#### C 332 FORMS TO BE USED

##### C 332.1 APPLICATION FORMS

##### C 332.11 CLASS "A" APPLICATION/PERMIT (ENGR. 3.668)

Class "A" Application permit (See Figure C 332.11), is used in all cases where the proposed work falls within the classification of Class "A" as defined in Subsection C 312.1.

##### C 332.12 WORK WITHIN A PUBLIC EASEMENT

Engineering Form 4.163, Application to do work on City Easement, or Engineering Form 3.651 for natural watercourses, are used for all work in existing "Public Easements" or "Natural Watercoursed", as defined in Section C 310 of this Manual. In addition, a Class "A" or Class "B" permit must be issued for the construction. The type of construction permit issued depends upon the extent and purpose of the work, which is explained in details in Section C 310. Bureau policy guidelines are stated in Section G 064 of the Storm Drain Design Manual.

### C 332.13 WORK IN RIGHT-OF-WAY

Whenever private work is to be done in an easement under the jurisdiction of the Department of Public Works (other than street dedication), a Class "A" or Class "B" permit, with the collection of its normal fees, is required in accordance with LAMC Section 62.106. However, LAMC Section 62.109(a) requires a separate minimum fee for work in a "public easement" unless unusual circumstances require Public Works inspection of the improvement or otherwise justify imposition of the unit permit fees. A separate minimum or appropriate unit fee should be charged for any part of the work within the public street easement.

The appropriate design section should be consulted for approval of any work to be done in an easement, and if anything is approved for construction in the easement (including swimming pool decking or driveway paving), a standard Waiver of Damages shall be made a condition of the permit and processed as detailed in Section C 320.

### C 332.14 WORK WITHIN A STATE HIGHWAY

When the proposed work is located within a street designated as a State Highway, a California State Department of Transportation Encroachment Permit must first be processed. For minor work, not in the traveled roadway, this State permit may be issued by the City Engineer, under terms of the maintenance agreement currently in effect between the City and the State. Complete information on the requirements and processing of State Highway Encroachment Permits is contained in Section C 320.

### C 332.2 WAIVER OF DAMAGES

Filing and recordation of a "Waiver of Damages" may be required by the City Engineer prior to the issuance of any permit for temporary or non-standard construction or for construction in a public easement. The forms to be used and the processing of such waivers are fully described in Section C 320.

### C 332.3 INFORMATION FOR APPLICANTS

#### C 332.31 GENERAL INFORMATION

Engineering Form 5.902 includes the location and telephone number of all District offices of the Bureau of Engineering, provides general information relative to the construction of curbs, driveways, and sidewalks under Class "A" permits and gives instructions on obtaining inspection on the permitted work. This form shall be given to all owner-permittees and be

readily available to all contractor-permittees, applicants or other interested parties.

#### C 332.32 INFORMATION FOR EXTENSIVE CONSTRUCTION

If the proposed work is more complex than should be performed under Class "A" permit as defined in Subsection C 312.1 of this Manual, the applicant should be given information on the procedure for securing a Class "B" permit and referred to the appropriate office or engineer. Engineering Form 5.686 entitled "Procedures for Public Works Improvements by Private Developers" is available for this purpose, and detailed procedures are available in Section C 200.

#### C 332.4 STANDARD PLANS

Standard Plans approved by the City Engineer are available for many of the improvements which may be constructed under Class "A" permit. Where a standard plan is called out by number on the face of the permit, one copy of the plan may be furnished without cost to the permittee. If additional copies or other plans are desired, they may be purchased for the cost published in the latest list of "Standard Fees, Charges and Deposits of the Department of Public Works".

#### C 333 REQUIREMENTS - STANDARDS

All work performed under an "A" permit shall conform to the latest requirements and standards which have been established.

The requirements and standards are detailed in the following sources:

- a. The Los Angeles Municipal Code.
- b. Bureau of Engineering Standard Plans.
- c. "Standard Specifications for Public Works Construction" and approved amendments.
- d. "General information concerning the construction of curbs, driveways and sidewalks under Class "A" Permits"(Form Eng. 5.902).
- e. State Highway Encroachment Permit - Policy and Procedure Bulletin-latest edition.
- f. Other miscellaneous publications.

C 333.1 REPAIR OR REPLACEMENT

The sidewalk repair program adopted by the City Council in February 1974 provides that sidewalks, curbs, etc. will be repaired at no cost to the abutting property owner unless the repair is of the following nature:

- a. Sidewalk over basements.
- b. Prisms in the sidewalks.
- c. Sidewalk elevator covers.
- d. All special-purpose sidewalk (terrazzo, pebble, brick, tile, colored, etc.).
- e. Sidewalks, curbs, etc., broken as a result of demolition or construction on adjacent property.
- f. Damage to sidewalk by activities of adjacent property owner/occupant, if responsibility can be determined.
- g. Sidewalk, curb, driveways, etc., adjacent to facilities of other governmental agencies.
- h. Commercial driveways and commercial driveway sidewalk.

The Bureau of Street Maintenance is responsible for implementation of the sidewalk repair program. Necessary routine repairs will be noted by the Street Use Inspector and repair crews will perform these repairs on a scheduled basis. However, when a driveway, curb, sidewalk is in "bad order" (i.e., such condition that it endangers persons or property passing thereon) and the repair is of the nature listed above, a "Notice to Repair and/or Remove" may be issued to the property owner by the Street Use Inspector.

When requested, a permit for such repair work shall be issued for the total quantity of work shown on the "Notice to Repair". However, the permit applicant who disagrees with the quantities shown on the "Notice to Repair" should be requested to contact the Street Use Inspector for a review of these quantities prior to taking out his permit. The permit for such repair work should always show the number of the repair notice.

The property owner who is notified to repair existing parkway improvements is actually directed to reconstruct the defective improvements in kind. That is, he is allowed to reconstruct the improvements with new work of the same dimensions and area as the work being replaced. However, when issuing permits for

repair work, the permit counter personnel should encourage the property owner to upgrade his parkway improvements to the latest standards. This is particularly appropriate if the property owner has received notice to repair a large part of a driveway constructed to a narrower width than required by present standards.

In addition to the above provisions for repair and replacement of driveway sidewalks, curb, etc., LAMC Section 62.104 provides that these improvements will be replaced at no cost to the property owner whenever such repairs are the result of tree root growth. The Street Use Inspector makes this determination and the Bureau of Street Maintenance repair crews will perform the repairs.

#### C 333.2 NEW CONSTRUCTION

##### C 333.21 DRIVEWAYS

All new driveway construction shall conform to the requirements and standards found under Section 333 and other requirements specified on the permit.

Base material may be required at any location wherever geological or other conditions so indicate.

##### C 333.22 SIDEWALK

Unless otherwise specified on the permit, the sidewalk grade shall be sloped upward from the existing curb at the rate of 1/4 inch per foot (2%). New work required to join existing offgrade improvements may necessitate ramping or warping in order to construct the walk or driveway in a safe condition.

The minimum thickness for sidewalk shall be 3 inches except new sidewalk to be constructed in line with a new or existing driveway apron shall be of the same thickness as required for a new driveway at that location.

##### C 333.23 CURB AND GUTTER

Construction shall conform to adjoining curb and gutter. If no grade is set, consult a street design engineer.

Types of curb and gutter are shown in the current Standard Plan.

Curb and adjacent sidewalk shall not be constructed monolithically. When it is desired to construct adjoining curb and sidewalk the same day, the curb shall be constructed first.

building paper shall be used as a separator between the concrete of the curb and the concrete of the walk. Exception: The depressed curb for a driveway may be poured monolithically with the driveway.

When integral curb and gutter, 1 foot wide or less is to be removed, it shall all be removed and replaced. Otherwise it shall be sawcut as close to the curb as possible and removed in accordance with the Standard Specifications for Public Works Construction.

#### C 333.24 PARKWAY FILL-INS OR OBSTRUCTIONS

On April 10, 1974, the Board of Public Works adopted the following guidelines for parkway installations.

All parkway installations shall be constructed under an "A" permit.

#### C 333.241 WHERE PARKWAY FILL-INS ARE PERMITTED.

- a. Single family usages. Parkway fill-ins may be permitted when any of the following conditions exists and there is precedent in the neighborhood:
  1. The parkway is 48 inches or less, measured from back of curb to front edge of sidewalk.
  2. Heavy pedestrian traffic due to proximity of school, church, bus stop, etc.
  3. Catch basin or utility vault already has reduced parkway to 48 inches or less.
  4. Sufficient evidence that there is substantial parkway erosion such as occurs on some steep hillside streets.
  5. Short reaches between driveways serving adjoining properties.
- b. Multiple residential usages. Parkway fill-ins may be permitted. Full width sidewalk or fill-ins may be required along select street frontage in connection with R-3 ordinance procedure, parcel maps, tract maps and zone changes.
- c. Commercial and industrial usages. Parkway fill-in should be permitted in most cases and should be required in connection with R-3 procedure, parcel maps, tract maps and zone changes.

C 333.242 MATERIAL FOR PARKWAY FILL-INS

- a. Concrete is the most acceptable material.
- b. Smooth bricks and stones may be allowed under special circumstances. When allowed they must be placed on a cement mortar or soil cement base to insure that the finished surface is in the plane of the sidewalk. All joints shall be mortared to prevent lateral movement.
- c. Use of terrazzo should be discouraged due to the inherent impracticality of stock-piling supply for repair or utility trench resurfacing or otherwise matching it.
- d. Use of textured material gravel, or similar materials should be discouraged unless it is demonstrated to be durable and without hazard to the public and not incompatible with the parkway treatment in the remainder of the block.

C 333.243 PARTIAL PARKWAY FILL-INS

- a. Carriage walks or cross walkways from the curb to sidewalk may be permitted in all areas, if aligned with the building entrance walkway and do not conflict with the location of parkway tree, street light or other physical obstruction.
- b. Stepping stones or concrete slabs may be permitted if they are compatible with the character of the neighborhood and provided that they are placed in the plane of the sidewalk. Stepping stones should be placed in cement mortar or soil cement base to prevent tipping or vertical displacement.
- c. An alighting convenience walk, one-foot wide, may be permitted against the curb, provided that the remaining parkway will be greater than 36 inches.

C 333.244 COLORING OF SIDEWALK OR STEPPING STONES

- a. Coloring of sidewalk should be discouraged due to the inherent difficulty of matching color for repairs or utility trench resurfacing.
- b. Where use of coloring appears to be appropriate and compatible with nature and use of the adjoining property, the coloring should be in a subdued hue along the entire property frontage, including driveways.
- c. Painting will not be permitted.

- d. The most acceptable method of coloring is by the use of admixtures as prescribed under the heading of SIDEWALK COLORING on Engr. Form 5.902 titled "General Information concerning the Construction of Curbs, Driveways, and Sidewalks under Class 'A' Permits".
- e. In special cases, where warranted, the coloring of existing sidewalk may be permitted by using an acid-type concrete stain.

#### C 333.245 PERMIT PROCEDURE FOR AUTHORIZING PRE-EXISTING PARKWAY INSTALLATIONS

Existing parkway installations which have not been previously authorized by permit should be first inspected by the Street Use Inspector of the Bureau of Street Maintenance. Should the installation comply with the guidelines for new parkway installation, the Street Use Inspector will notify the property owner in writing to obtain a Class "A" permit within thirty days to maintain the installation. The notice will direct the property owner to the appropriate public counter of the Bureau of Engineering. The permit counter will also receive a copy of this notice. This notice will include any conditional permit requirements such as Waiver of Damages or other indemnifications. A Class "A" permit for maintenance of the installation will be issued with the required conditions whenever the property owner or his agent makes application at the appropriate public counter. If the property owner disagrees with the quantities shown on the notice then he should contact the Street Use Inspector to resolve the problem. The permit should include only those quantities and conditions stipulated on the notice form.

The responsibility for follow up and enforcement of the notice belongs to the Street Use Inspector.

In the event the Street Use Inspector directs removal of an unauthorized installation, the property owner may direct a written appeal to the Director, Street Maintenance. A copy of the removal notice is also transmitted to the public counter. A permit to construct an acceptable installation within the parkway guidelines may be issued when the removal is completed.

#### C 333.25 STREET TREES AND WELLS

Trees and tree wells are required when a parkway is being filled-in and there is a minimum of 8 feet of existing and proposed concrete between the curb and property lines. Trees are generally spaced 50' O.C. and are a minimum 15 gallon size. A field review may be necessary to determine the exact number of trees to be planted.

SPACING OF TREES IN PARKWAY

DISTANCE OF PARKWAY TREES FROM IMPROVEMENTS

<u>Improvement</u>	<u>Minimum distance to tree</u>
BCR - Street	45 Feet
Power Pole	20 "
Street Light	20 "
BCR - Alley	20 "
Fire Hydrant	10 "
Driveway Apron	6 "
Crosswalk	6 "
Utility Meter	6 "

No Class "A" permit for filling in the parkway may be issued until the charges for the trees and tree wells has been collected and a "Street Tree Installation Order" issued. (Street Maintenance Form No. 1375.)

When the "Installation Order" is issued, the permittee shall be informed to pave the entire parkway leaving no openings for trees or tree wells.

C 333.26 ROOF DRAINS AND DRAINAGE OUTLETS

Roof drains and drainage outlets through existing curbs and sidewalks are discussed in Engineering Form 5.902, "General Information Concerning the Construction of Curbs, Driveways, and Sidewalkd Under Class "A" Permits".

When application is made to install a fire sprinkle system drain, required by LAMC Section 94.30324, an inspection fee in the same amount as that for roof and area drains shall be required. In addition, the standard permit charges shall be made for curb or walk to be replaced. Drains for fire sprinkler systems which extend to the curb shall consist of tarred and wrapped steel pipe with a minimum I.E. of 1-1/2 inches.

### C 333.3 R-3 HIGHWAY DEDICATION

Work requiring a Class "A" permit under LAMC Section 12.37 shall be a "No Fee" permit. The following note shall be placed in the Receipt Box of the Permit:

"No Fee Permit per LAMC Section 12.37-f."

The Inspector's copy of the permit shall then be marked in red "Return to the Bureau of Engineering upon completion".

The return of the Inspector's copy enables the Bureau of Engineering to make a site survey to determine if all work required by the R-3 has been completed.

### C 333.4 AUTHORITY TO APPROVE DEVIATIONS

Existing or proposed improvements may create conditions that may require deviations from City standards for construction under an "A" permit.

The Board of Public Works has delegated authority to approve certain deviations to the City Engineer (Division or District Engineer). Such deviations include the following:

- a. Parkway installations, such as sidewalk fill-ins, stepping stones, carriage walks, non-standard construction, etc.
- b. Requests for driveway deviations from LAMC Section 62.105.4 where the City Engineer recommends approval.
- c. In general, any request where Board action is not specifically required by Codes or City Charter and is not of a controversial nature.

All requests for a driveway deviation must be in writing as provided in LAMC Section 62.105.5, stating reasons for the request and existing conditions. A scale drawing shall also be submitted, showing all conditions. A scale drawing shall also be submitted, showing all existing improvements, natural features, and other information that may be of assistance to the City Engineer in approving the deviation. Requests for other deviations may also be required to be in writing.

### C 334 INSPECTION PROCEDURES

#### C 334.1 INSPECTION NOTIFICATION

Inspection for work under a Class "A" permit is performed by the Bureau of Contract Administration. The permittee should be

directed to notify the Bureau of Contract Administration as directed on the reverse side of the permit form. City personnel should not make appointments for inspection on behalf of the permittee.

#### C 334.2 ACCEPTANCE

All work is accepted as completed by the Bureau of Contract Administration.

#### C 335 CHANGES IN PERMITS

Certain changes in work covered by a Class "A" permit may come about due to a change of plans for development of the adjoining private property. Such changes may involve relocation of driveways and changes to the configuration of driveways and other parkway improvements. When this involves a considerable change in the quantity of work, or when its affect on the flow of traffic in the adjoining street could be critical, the permittee must obtain a permit covering the planned modified work prior to starting the construction of such work.

Some changes in Class "A" permit work may be necessary to compensate for field conditions restricting the work. These changes, in general, should not involve a significant change in the quantity of work and may not warrant an adjustment of the pay quantities on the permit.

#### C 335.1 FIELD CHANGES

Within the guidelines established in Subsection C 336.11, the Inspector may be authorized to approve field changes to Class "A" permits. He shall be responsible for instructing the permittee to take out an additional permit if the changed work significantly exceeds the work authorized by the permit. If a significant part of the work is deleted, he shall advise the permittee that he may file a claim for refund of any excess fees paid.

Whenever the work done deviates from the work shown on the permit, the Inspector records the quantities of work actually done on his copy of th epermit and returns this copy to the Bureau of Engineering in order to complete Bureau files.

C 335.11 GUIDELINES FOR FIELD CHANGES

When authorized by the City Engineer, the Inspector may approve the following types of changes in the field if not specifically prohibited on the permit:

- a. Change of driveway side slopes from Case I or Case II to Case III or Case IV if distance from top of "x" slope to electrolier or fire hydrant is less than 5 feet, or if necessary to provide for traffic signals, utility poles or sign posts.
- b. Increase or decrease of driveway widths in compliance with the requirements of Standard Plan.
- c. Adjust elevation at back edge of driveway from the minimum elevation identical to top of curb elevation (providing for 0% parkway slope) to maximum elevation based on a 6% parkway slope.
- d. Add installation of roof drains if needed.

C 336 OFFICE RECORDS (ENGINEERING)

A file in numerical order of all Class "A" permit work shall be maintained in each district as a permanent City record. In addition, an alphabetical cross-index card file shall be maintained to facilitate locating any particular permit in the numerical permit file.

C 336.1 OFFICE RECORDS (INSPECTION)

Upon completion of the work, the construction Inspector obtains from the permittee one of the white copies of the permit. He acknowledges the work as completed by signing and dating this white copy of the permit which then is filed and kept by the Bureau of Contract Administration for a period of 5 years.

C 336.11 INTEROFFICE INSPECTION RECORDS

After the work is completed, the Inspector should return his copy of the permit (pink copy) to the Bureau of Engineering under the following circumstances:

- a. When the pink copy of the permit is stamped "RETURN TO ENG.".
- b. When the quantities constructed differs from the quantities shown on the permit.
- c. When the permittee has requested the permit to be cancelled.

- d. When the permit has expired from not being utilized within the specified time limit.